



ACCOUNTS RECEIVABLE INVOICE PROCESSING

Chapter 4

Clearing Customer Accounts



Clearing Customer Accounts

Customer accounts will be cleared when the balance due has been reduced to zero by receipt of payments, credit memos and/or abatement adjustment. The automatic clearing program runs nightly and will clear accounts that have:

- The same customer number
- An equal number of debits and credits
- Matching assignment numbers

Accounts that have an equal number of debits and credits but do not have matching assignment numbers must be manually cleared using Transaction F-32.

Customer accounts should be reviewed periodically for open items that have not cleared automatically.



CUSTOMER PAYMENTS

Customer payments should not be confused with revenue that comes from various other sources. For example, the sale of a Game & Fish license, is a revenue receipt rather than a customer receipt. The purchase of a Game & Fish license is optional and would not require a customer invoice. These types of revenues are recorded and deposited upon receipt.



CUSTOMER PAYMENTS – cont.

Customer payments are receipted into the cash journal. Automatic clearing occurs when the customer number, amount received and assignment number all match the receivable record. Posting requirements for customer receipts are:

- G/L account – The revenue account used on the customer invoice is entered in the text field for printing on the deposit slip
- Cost Center – Cost Center must be the same one used on the customer invoice to derive the fund intended for deposit
- Fund – The fund must be the same fund that was used on the customer invoice
- Assignment number – The customer invoice document number
- Customer Account number – Customer nine digit account number



CUSTOMER LINE ITEM DISPLAY – FBL5N

Transaction FBL5N allows you to display customer line items for review. The ASC recommends periodic review of open items to identify items that have not cleared automatically.



The screenshot shows the SAP 'Customer Line Item Display' window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is divided into sections: 'Customer selection' with fields for 'Customer account' (500000003) and 'Company code' (ARK); 'Selection using search help' with fields for 'Search help ID', 'Search string', and 'Complex search help'; and 'Line item selection' with a 'Status' section. In the 'Status' section, 'Open items' is selected with a radio button, and 'Open at key date' is set to '04/16/2003'. There are also options for 'Cleared items' and 'All items'. A callout box with the text 'Click – Dynamic Selections' has an arrow pointing to the 'Dynamic selections' icon in the toolbar. The bottom status bar shows 'FBL5N', 'sapqas', and 'INS'.

To display an open items report for your business area, click on the Dynamic Selections icon.



The screenshot shows the SAP 'Customer Line Item Display' window. The left pane lists fields under 'Customer master', including 'Business area'. The right pane shows the 'Business area' field with the value '0610'. A callout box with the text 'Enter your Business area then save.' has an arrow pointing to the 'Business area' field. The top menu bar includes 'Selections', 'Edit', 'Goto', 'System', and 'Help'. The bottom status bar shows 'FBL5N', 'sapqas', and 'INS'.

Field	Value
City	
Postal code	
Trading partner	
Company code	
Accounting clerk	
Reconciliation acct	
Documents	
Special G/L ind.	
Assignment	
Document number	
Posting date	
Document date	
Currency	
Document type	
Posting key	
Business area	0610
Amt.in loc.cur.	
Amount	
Payment method	
Dunning block	



Program Edit Goto System Help

SAP

Customer Line Item Display

1 active

Execute F8

Customer account 5000000003 to

Company code ARK to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

☒ Open items

Open at key date 04/16/2003

☐ Cleared items

Clearing date to

Open at key date

☐ All items

Posting date to

FBL5N sapqas INS

Click.



List Edit Goto Extras Environment Settings System Help

Customer Line Item Display

Status: ☒ open ☐ Parked ☐ Cleared
Due date: ☒ Overdue ☐ Due ☐ Not due

Customer: 998048500
Company Code: ARK

Name: Dept Of Community Correction
City: Little Rock

St	Account	Assignment	DocumentNo	Ty	Doc..Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	Customer:	998048502									
	Company Code:	ARK									
	Name:	DEPT OF COMMUNITY CORRECTION									
	City:	OSCEOLA									
St	Account	Assignment	DocumentNo	Ty	Doc..Date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>	998048502	18199315	14084333	DZ	07/08/2005			1,107.78	USD		4048019000
<input type="checkbox"/>	998048502	18199315	14084334	DZ	07/08/2005			12,793.37	USD		4048019000
<input type="checkbox"/>	998048502	NEC SLS TAX 06/05	18199315	DR	06/30/2005			13,901.15	USD		
*	998048502							0.00	USD		
**	998048502							0.00	USD		

Customer: 998048504
Company Code: ARK

Name: DEPT OF COMMUNITY CORRECTION
City: OSCEOLA

FBL5N

Review open items for debits and credits that net to zero. It may be a DR (Customer Invoice) and a DZ (Customer Payment) or DG (Customer Credit Memo) document or a combination of all three.

Note in the example above there are two payments (DZ documents) and one customer invoice (DR document). The assignment number on the customer invoice is not the document number. Therefore, the automatic clearing program did not clear the two payments against this invoice.

The assignment number can be changed to facilitate the next automatic clearing by double clicking on the document.



Document Edit Goto Extras Environment System Help

Click on the Change icon

Display Document: Line Item 001

Customer: Document overview F9 G/L acc 1130001000
CoCode ARK 26 Workman Court
State of Arkansas QUITMAN Doc. no. 18000005

Line Item 1 / Invoice / 01
Amount 29.00 USD
Tax code

Additional details
Bus. area 0610
Disc. base 29.00 Disc. amount 0.00 USD
Pay terms NT30 Days/percent 30 0.000 % 0 0.000 % 0
Bline date 05/05/2002 Invoice ref. / / 0
Prmt block
Payment ref.
Dunn. block Dunning key
Last dunned 07/17/2002 1 Dunning area
Assignment 18000005

FBL5N sapqas INS

To change the Assignment number, click on the change icon. The assignment field will turn white and allow changes. When changes are complete, click on the Save disk.

The items should clear with the next automatic clearing run.

For other uncleared items to be cleared, go to Transaction F-32.



CLEAR CUSTOMER – F-32

Transaction F-32 is used to manually clear a customer open items.

Before completing this transaction the first time, the following slides show steps to follow and some other settings that may be helpful.



Document Edit Goto Settings System Help

SAP

Clear Customer: Header Data

Process open items

Account 6000000003 Clearing date 04/16/2003 Period 10
Company code ARK Currency USD

Open item selection
☒ Normal OI Special G/L ind.

Additional selections
☒ None
☐ Document number
☐ Posting date
☐ Dunning area
☐ Reference
☐ Payment order
☐ Collective invoice
☐ Document type
☐ Business area
☐ Tax code
☐ Branch account
☐ Others

F-32 sapqas INS

Enter customer account number and click.



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. **Editing options**

Standard Partial pmt Res.items Withhldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.	Docume...	P.	Bu...	USD Gross	Cash discont	Cash...
600000003	18000005	DR	05/05/2...	01	0610	29.00		
600000003	18000143	DR	06/15/2...	01	0900	49.00		
600000003	18000204	DR	06/16/2...	01	0900	22.95		
600000003	18000267	DR	06/17/2...	01	0710	33.00		
600000003	18000341	DR	03/29/2...	01	0610	5,000.00		

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	14	Amount entered	0.00
Display from item	1	Assigned	5,411.76
Reason code		Difference postings	
Display in clearing currency		Not assigned	5,411.76-

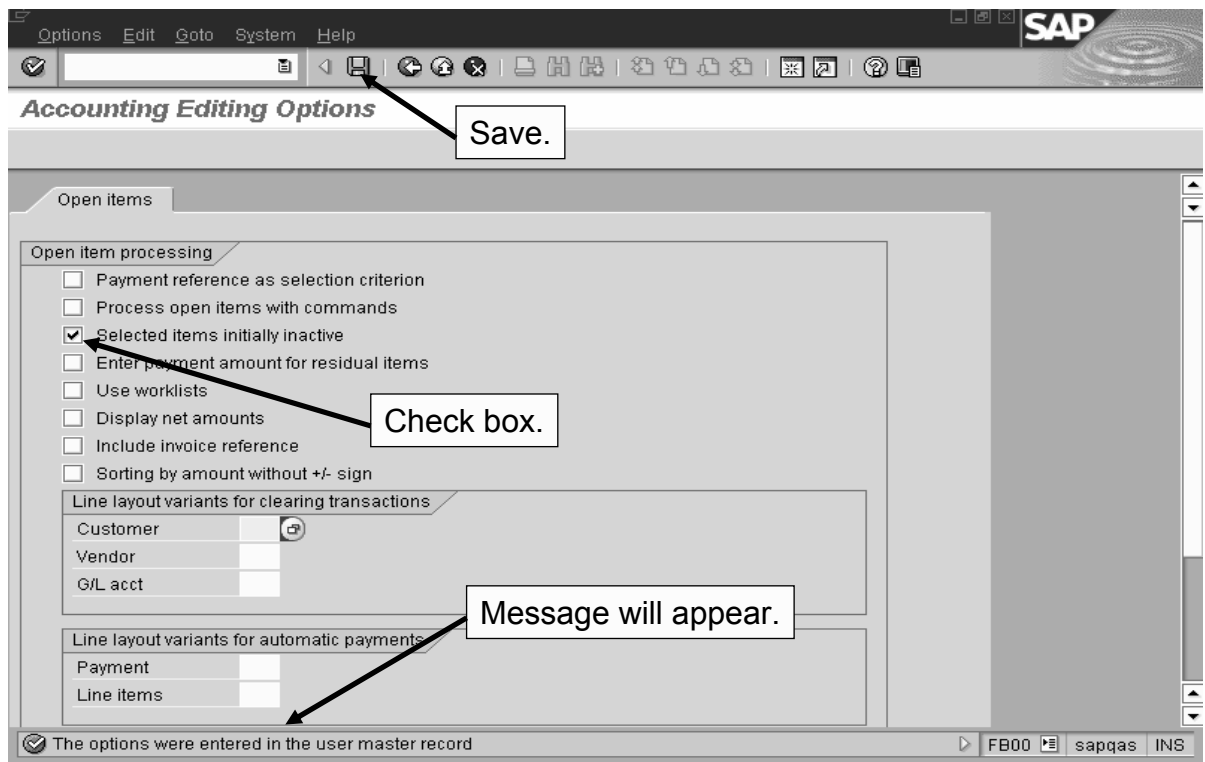
14 items were selected

F-32 sapqas INS

ALL line items (USD gross) relating to the customer, not just the ones from your business area, will be listed in blue.

Before processing:

Click – Editing options



- Check the “Selected items initially inactive” box.
- Click on the Save icon.

The above process will only need to be completed once. This will set the user default for items to always be initially inactive.

NOTE: Upon completion of this process you must exit (green arrow back) the transaction to the main screen for the options to be activated.

Enter transaction F-32 in transaction bar.



The screenshot shows the SAP 'Clear Customer: Header Data' screen. At the top is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Clear Customer: Header Data' and contains a 'Process open items' button. Below this, there are input fields for 'Account' (600000001), 'Clearing date' (04/30/2003), 'Period' (10), 'Company code' (ARK), and 'Currency' (USD). There is also a 'Special G/L ind.' field. Below these fields are two sections: 'Open item selection' and 'Additional selections'. In 'Open item selection', the 'Normal OI' radio button is checked. In 'Additional selections', the 'Business area' radio button is selected. At the bottom right, there is a status bar showing 'F-32', 'sapqas', and 'INS'.

Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account 600000001 Clearing date 04/30/2003 Period 10
Company code ARK Currency USD

Open item selection
☒ Normal OI Special G/L ind.

Additional selections
☐ None
☐ Document number
☐ Posting date
☐ Dunning area
☐ Reference
☐ Payment order
☐ Collective invoice
☐ Document type
☒ Business area
☐ Tax code
☐ Branch account
☐ Others

F-32 sapqas INS

- Enter the customer number
- Click in the Business area box
- Hit the enter key or click on the Process open items button



Document Edit Goto Settings System Help

SAP

Clear Customer: Enter selection criteria

Other selection Other account **Process open items**

Parameters entered

Company code ARK

Account 600000001

Account type D

Special G/L ind. ☒ Standard OIs

Business area

From	To	String	Initial value
0610		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

F-32 sapqas INS

Click.

Enter your business area.

- Enter your business area
- Click on the Process open items button



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withldg tax

Account items 600000001 Larry Leisurely

Document ...	Co...	Account	P...	Bu...	Da...	USD Gross	Cash discont	Cash...
14000107	ARK	600000001	15	0610	388	29.00	-	
18000002	ARK	600000001	01	0610	323	29.00		
18000017	ARK	600000001	01	0610	323	29.00		
18000018	ARK	600000001	01	0610	323	29.00		

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	25	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

F-32 sapqas OVR

The line items should appear in black. Select the lines that need to be cleared by double clicking on the individual amounts.



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withldg tax

Account items 600000001 Larry Leisurely

Document ...	Co...	Account	P...	Bu...	Da...	USD Gross	Cash discont	Cash...
14000107	ARK	600000001	15	0610	388	29.00	-	
18000002	ARK	600000001	01	0610	323	29.00		
18000017	ARK	600000001	01	0610	323	29.00		
18000018	ARK	600000001	01	0610	323	29.00		

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	25	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Amounts will change as debits and credits are selected

Not assigned amount must be 0.00 to post clearing document.

F-32 sapqas OVR

Double clicking on the amount will change the amount from Black to Blue.

As items are selected, the amounts in the Amount entered and Assigned fields will change. The amount in the "Not assigned" field must be zero before posting.

Click on the Post icon.



Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account Clearing date 04/23/2003 Period 10

Company code ARK Currency USD

Open item selection

☒ Normal OI Special G/L ind.

Additional selections

☒ None

☐ Document number

☐ Posting date

☐ Dunning area

☐ Reference

☐ Payment order

☐ Collective invoice

☐ Document type

☐ Business area

☐ Tax code

☐ Branch account

☐ Others

Message will appear.

Document 1000293 was posted in company code ARK

F-32 sapqas OVR

A message will display the document number posted at the bottom of the screen.



CLEAR CUSTOMER – F-32 ABATEMENT

Transaction F-32 is also used to clear open receivable balances that have received approval from the Director of the Department of Finance and Administration (or other appropriate authority if constitutionally exempt), for abatement of uncollectible accounts receivable.

This example is the process for clearing uncollectible accounts.



Document Edit Goto Settings System Help

Clear Customer: Header Data

Process open items

Account 6000000003 Clearing date 04/30/2003 Period 10

Company code ARK Currency USD

Open item selection

☒ Normal OI Special G/L ind.

Additional selections

☐ None

☐ Document number

☐ Posting date

☐ Dunning area

☐ Reference

☐ Payment order

☐ Collective invoice

☐ Document type

☒ Business area

☐ Tax code

☐ Branch account

☐ Others

F-32 sapqas INS

- Enter the customer account number
- Click on the Business area button
- Click on the Process open items button

Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 600000003 Olive Payday

Account	Document ...	D...	Docume...	P...	Bu...	USD Gross	Cash discont	Cash...
600000003	18000005	DR	05/05/2...	01	0610	29.00		
600000003	18000143	DR	06/15/2...	01	0900	49.00		
600000003	18000204	DR	06/16/2...	01	0900	22.95		
600000003	18000267	DR	06/17/2...	01	0710	33.00		
600000003	18000341	DR	03/29/2...	01	0610	5,000.00		

Editing status

Number of items	14	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

14 items were selected

F-32 sapqas INS

All open items for the customer will display



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withhldg tax

Account items 600000003 Olive Payday

Account	Document	D.. Docume...	P.. Bu...	USD Gross	Cash discm
600000003	18000842	DR 07/09/2...	01 0900	57.85	
600000003	18000926	DR 07/05/2...	01 0900	75.00	
600000003	18000959	DR 06/01/2...	01 0610	0.00	
600000003	18001005	DR 07/19/2...	01 0900	86.10	

Line items will change to blue when you double click. The total to be charged off for all line item will be in the Assigned field.

Amount entered 0.00
Assigned 5,045.73
Difference postings
Not assigned 5,045.73-

F-32 sapqas INS

Double click on all items until the balance to be charged off is displayed in the "Assigned" field.

Be sure when you select the line items to be charged off that they match the document number on the Customer Line Item Display (FBL5N).



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial prmt Res.items Withldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.. Docume...	P.. Bu...	USD Gross	Cash disct	Cash...
600000003	18000842	DR 07/09/2...	01 0900	57.85		
600000003	18000926	DR 07/05/2...	01 0900	75.00		
600000003	18000959	DR 06/01/2...	01 0610	0.00		
600000003	18001005	DR 07/19/2...	01 0900	86.10		

Place cursor in field to charge off and click.

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	14	Amount entered	0.00
Display from item	9	Assigned	5,045.73
Reason code		Difference postings	
Display in clearing currency		Not assigned	5,045.73-

F-32 sapqas INS

Each line item selected must be charged off individually. Place the cursor on a line to be cleared and click on the Charge off diff button.



Document date: 04/18/2003, Type: AB, Company code: ARK
Posting date: 04/18/2003, Period: 10, Currency: USD
Document number: INTERNAL, Fiscal year: 2003, Translation date: 04/18/2003
Reference: , Cross-CC no.: , Trading part BA:
Doc header text: }
Items in document currency: PK BusA Acct, USD, Amount, Tax amt
D 0.00, C 0.00, 0.00, * 0 Line items
Other line item: PstKy 40, Account 5900008000, G/L, Trans.type, New co.code
F-32 sapqas INS

Enter:

- Reference – this should be in reference to the approved abatement
- Doc header text – additional abatement identifying information
- PstKy – the posting key will be 40 for the debit entry
- Account – 5900008000 (Bad Debt Expense) will be the GL account.

Hit the enter key



Document Edit Goto Extras Settings Environment System Help

Clear Customer: Add G/L account item

Choose open items **Process open items** More data Act assignmt model...

G/L account 5900008000 Bad Debt Expense
Company code ARK State of Arkansas

Item 1 / Debit entry / 40
Amount 8.00 USD
☐ Calculate tax
Cost center 383258 Business area 0610
Fund 1440300
WBS element Personnel no.
Earmarked funds ☐ Done TP Fund
Trading part.BA
Value date 04/18/2003
Assignment
Text Long text

Next line item
PstKey Account Sp.G/L Trans.type New co.code

F-32 sapqas INS

Complete the following fields:

- Amount – amount of the line item to be cleared
- Cost center – cost center used on the invoice being abated
- Hit the enter key
- Business area – should derive from the cost center
- Fund – should derive from the cost center and must be the same as was used on the invoice being abated

Click on the Process open items button.



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial prmt Res.items Withldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.. Docume...	P.. Bu...	USD Gross	Cash disct	C
600000003	18000695	DR 07/02/2...	01 0900	3.00		
600000003	18000747	DR 07/03/2...	01 0610	8.73		
600000003	18000842	DR 07/09/2...	01 0900	57.85		
600000003	18000926	DR 07/05/2...	01 0900	75.00		

Process each line item the same – note the amount changes after each line item is processed.

Editing status

Number of items	14	Amount entered	8.00
Display from item	7	Assigned	5,045.73
Reason code		Difference postings	
Display in clearing currency		Not assigned	5,037.73-

F-32 sapqas INS

The *Clear Customer: Process open items* screen will display again.

The Amount entered field will display the line item that was charged off and the Not assigned field will be reduced.

Select another line to clear and repeat the procedures from page 5-25 to 5-26 until all items have been charged off and the Not assigned amount is zero



SAP

Document Edit Goto Extras Settings Environment System Help

Clear Customer: Display Overview

Process open items Choose open items Display currency Act assignmt model... Taxes

Document date 04/18/2003 Type AB Company code ARK
Posting date 04/18/2003 Period 10 Currency USD
Document number INTERNAL Fiscal year 2003 Translation dte 04/18/2003
Reference Cross-CC no.
Doc.header text Trading part.BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	40	0610 5900008000	Bad Debt Expense	8.00	

D 8.00 C 0.00 8.00 * 1 Line items

Other line item

PsttKy 40 Account 5900008000 G/L Trans.type New co.code

F-32 sapqas INS

The following pages are examples of the full clearing process for multiple line.



Document Edit Goto Extras Settings Environment System Help

SAP

Clear Customer: Correct G/L account item

Choose open items Process open items More data Act assignmt model...

G/L account 5900008000 Bad Debt Expense
Company code ARK State of Arkansas

Item 2 / Debit entry / 40

Amount 73 USD
Cost center 383201 Business area 0610
Fund HSC6101
WBS element Personnel no.
Earmarked funds ☐ Done TP Fund
Trading part.BA
Value date 04/18/2003
Assignment
Text Long text

Next line item

PstKy Account Sp.G/L Trans.type New co.code

F-32 sapqas INS



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial prmt Res.items Withldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.. Docume...	P.. Bu...	USD Gross	Cash disct	Cash...
600000003	18000341	DR 03/29/2...	01 0610	5,000.00		
600000003	18000624	DR 06/01/2...	01 0900	39.13		
600000003	18000695	DR 07/02/2...	01 0900	3.00		
600000003	18000747	DR 07/03/2...	01 0610	8.73		

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	14	Amount entered	16.73
Display from item	5	Assigned	5,045.73
Reason code		Difference postings	
Display in clearing currency		Not assigned	5,029.00-

F-32 sapqas INS



Document Edit Goto Extras Settings Environment System Help

SAP

Clear Customer: Correct G/L account item

Choose open items Process open items More data Act assignmt model...

G/L account 5900008000 Bad Debt Expense
Company code ARK State of Arkansas

Item 3 / Debit entry / 40

Amount \$,000.00 USD
Cost center 383258 Business area 0610
Fund 1440300
WBS element Personnel no.
Earmarked funds ☐ Done TP Fund
Trading part.BA
Value date 04/18/2003
Assignment
Text Long text

Next line item

PstKy Account Sp.G/L Trans.type New co.code

F-32 sapqas INS



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial prmt Res.items Withhldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.. Docume...	P.. Bu...	USD Gross	Cash disct	Cash...
600000003	18000005	DR 05/05/2...	01 0610	29.00		
600000003	18000143	DR 06/15/2...	01 0900	49.00		
600000003	18000204	DR 06/16/2...	01 0900	22.95		
600000003	18000267	DR 06/17/2...	01 0710	33.00		

Amo... Gross<>... Currency Items Items Disc. Disc.

Editing status

Number of items	14	Amount entered	5,016.73
Display from item	1	Assigned	5,045.73
Reason code		Difference postings	
Display in clearing currency		Not assigned	29.00-

F-32 sapqas INS



Document Edit Goto Extras Settings Environment System Help

Clear Customer: Display Overview

Process open items Choose open items Display currency Act assignmt model... Taxes

Document date 04/18/2003 Type AB Company code ARK
Posting date 04/18/2003 Period 10 Currency USD
Document number INTERNAL Fiscal year 2003 Translation dte 04/18/2003
Reference Cross-CC no.
Doc.header text Trading part.BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	40	0610 5900008000	Bad Debt Expense		8.00	
002	40	0610 5900008000	Bad Debt Expense		8.73	
003	40	0610 5900008000	Bad Debt Expense		5,000.00	

D 5,016.73 C 0.00 5,016.73 * 3 Line items

Other line item

PsttKy 40 Account 5900008000 G/L Trans.type New co.code

F-32 sapqas INS



Document Edit Goto Extras Settings Environment System Help

SAP

Clear Customer: Correct G/L account item

Choose open items Process open items More data Act assignmt model...

G/L account 5900008000 Bad Debt Expense
Company code ARK State of Arkansas

Item 4 / Debit entry / 40

Amount 9.00 USD
Cost center 383201 Business area 0610
Fund HSC6101
WBS element Personnel no.
Earmarked funds ☐ Done TP Fund
Trading part.BA
Value date 04/18/2003
Assignment
Text Long text

Next line item

PstKy Account Sp.G/L Trans.type New co.code

F-32 sapqas INS



Document Edit Goto Settings Environment System Help

Clear Customer: Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial prmt Res.items Withldg tax

Account items 600000003 Olive Payday

Account	Document ...	D.. Docume...	P.. Bu...	USD Gross	Cash disct	Cash...
600000003	18000005	DR 05/05/2...	01 0610	29.00		
600000003	18000143	DR 06/15/2...	01 0900	49.00		
600000003	18000204	DR 06/16/2...	01 0900	22.95		
600000003	18000267	DR 06/17/2...	01 0710	33.00		

Editing status

Number of items	14	Amount entered	5,045.73
Display from item	1	Assigned	5,045.73
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

F-32 sapqas INS

Click to post.

Upon completion of all line items, the “Amount entered” and “Assigned” should be the same and the amount “Not assigned” should be zero.

Click on the Save icon to post the document.



Document Edit Goto Settings System Help

SAP

Clear Customer: Header Data

Process open items

Account Clearing date 04/18/2003 Period 10
Company code ARK Currency USD

Open item selection
☒ Normal OI Special G/L ind.

Additional selections
☒ None
☐ Document number
☐ Posting date
☐ Dunning area
☐ Reference
☐ Payment order
☐ Collective invoice
☐ Document type
☐ Business area
☐ Tax code
☐ Branch account
☐ Others

☒ Document 1000292 was posted in company code ARK

F-32 sapqas INS

Document number will appear.

The posted document number will be displayed at the bottom of the screen.